**SPH Appointment Form**

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| **Appointment Details:** |
| Division: |  |
| Functional Supervisor:(for HR workflow – e.g. approving leave) |  |
| Day-to-day Supervisor:(if different to Functional Supervisor) |  |

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| **Type of Appointment: (Please tick and complete relevant section)** |
| [ ]  **Casual Appointment**  |
| Position Title: |  |
| Academic or General: |  |
| Salary Level and Increment:  |  |
| Total Hours: |  |
| Start Date: |  |
| End Date: |  |
| Costing/Chartstring/Account: |  |
| Name of Appointee: |  |
| [ ]  **Fixed-Term Appointment** |
| Position Title: |  |
| Academic or General: |  |
| Salary Level and Increment:  |  |
| Start Date: |  |
| End Date: |  |
| Costing/Chartstring/Account: |  |
| Hours per week: |  |
|  Work Pattern (Part Time Only):

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday  | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Week 1 |  |  |  |  |  |  |  |
| Week 2 Pay Week  |  |  |  |  |  |  |  |

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| **Fixed Term Employment Reason/s** (Please tick the appropriate box/s and provide information in the space provided) |
| [ ]  Specific Task or Project (Name Task/Project)[ ]  Externally Funded (Name Funding Body)[ ]  Research Only[ ]  Replace staff member (Leave/Secondment)[ ]  New/Discontinued Program of Study | [ ]  Pre-Retirement (Maximum of 5 Years)[ ]  Decrease in Enrolments[ ]  Recent Professional Practice (Maximum of 2 Years)[ ]  Fixed-term contract employment subsidiary to studentship[ ]  Organisational Change |
| Information: |
| **Superannuation: (Please tick)** |
| [ ]  **17% UniSuper dbp/acc2 (full superannuation) will be funded for the following appointments:*** Academic and Professional Staff appointments => 2 years and => 18 hours per week
* Research Academic and Research Professional appointments => 10 months and => 18 hours per week

[ ]  **9.5% UniSuper Acc1 (Superannuation Guarantee only) will be funded for the following appointments:*** Academic and Professional Staff appointments < 2 years or < 18 hours per week
* Research Academic and Research Professional appointments < 10 months or < 18 hours per week
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| If eligible for 17% but insufficient funding please specify:  |
| **Personal Details** |
| Name of Appointee: |  |
| Home Address: |  |
| Postal Address: |  |
| Date of Birth: |  |
| Gender: |  |
| Home Phone: |  |
| Mobile: |  |
| Email: |  |

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| **Reason for Appointment:** |
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**Please note: Paperwork must be submitted with complete documentation within the specified deadlines (located on the** [**SPH Website**](http://www.sph.uq.edu.au/human-resources)**) in order for contracts to be issued, IT Logins to be prepared and for Workers Compensation Insurance to be established.**

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| **Approval – Supervisor**  |
| **Supervisor Signature:** |  |
| **Supervisor Name:** |  |
| **Date:** |  |

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| **Approval – Head of Division**  |
| **Head of Division Signature:** |  |
| **Head of Division Name:** |  |
| **Date:** |  |